

# Faculty Handbook

---

Volume 2009 2009-2010

Article 10

---

7-2009

## Index

Saint Mary's College of California

Follow this and additional works at: <http://digitalcommons.stmarys-ca.edu/faculty-handbook>

---

### Recommended Citation

Saint Mary's College of California (2009) "Index," *Faculty Handbook*: Vol. 2009 , Article 10.  
Available at: <http://digitalcommons.stmarys-ca.edu/faculty-handbook/vol2009/iss1/10>

This Index is brought to you for free and open access by the SMC Handbooks at Saint Mary's Digital Commons. It has been accepted for inclusion in Faculty Handbook by an authorized editor of Saint Mary's Digital Commons. For more information, please contact [digitalcommons@stmarys-ca.edu](mailto:digitalcommons@stmarys-ca.edu).

## FACULTY HANDBOOK INDEX: 2009-2010

**# Indicates any revisions between 7/1/2008 and 7/1-2009**

**+ Indicates any revisions between 7/1/2007 and 7/1-2008**

	<u>SECTION</u>
Academic Administrators: Advancement, Tenure, Promotion	2.6.3
#Academic Administrators Evaluation Committee	1.6.1.2.6#, 1.7.4.4
Academic Advising	1.4.2.2.4, 2.11.3
Academic Affairs, Deans	1.4.2.2
Academic Affairs, Directors	1.4.2.3
+Academic Affairs, Councils and Committees	1.7.3
Academic Affairs Committee, Board of Trustees	1.7.1.2#
#Academic Affairs, Vice Provost	1.4.2.1#
Academic Appeals Committee	1.7.3.10
Academic Calendar	3.2.1
Academic Computing Facility	3.4.2
#Academic Development, Dean for	1.4.2.2.5#
Academic Freedom and Responsibility	2.9.1
+Academic Honesty Policy	3.1.1+
Academic Policies and Services	3.0
Academic Resources	3.3
+Academic Senate	1.6.1..2, 1.6.1.2.9+
Academic Senate, Attendance	1.6.1.2.12
Academic Senate, Chairperson	1.6.1.2.2
+Academic Senate Committees [changed to Committees on Committees]	1.6.1.1#, 1.7.4+
#Academic Senate, Faculty Governance Coordinator	1.6.1.2.6+#
Academic Senate, Executive Meetings	1.6.1.2.9.1.1
Academic Senate, General Meetings	1.6.1.2.9.1.2
Academic Senate, Membership	1.6.1.2.7
Academic Senate, Parliamentary	1.6.1.2.5
Academic Senate, Responsibilities	1.6.1.2.1.1
Academic Senate, Role	1.6.1.2.1
Academic Senate, Special General Meeting	1.6.1.2.9.3
Academic Senate, Vice Chairperson	1.6.1.2.3
Academic Senate, Voice	1.6.1.2.13
Academic Support and Achievement Programs, Director	1.4.2.3.8
Revisions Process of the Faculty Handbook	1.8
+Academic Council of Deans, Provost's	1.7.3.2+
Academic Workload (Ranked Faculty)	2.11.1
Accidental Death and Dismemberment/Travel Assistance	2.14.7
Accreditation	1.2.1
#Additional Criteria (Promotion and Tenure)	2.6.1.1#
#Additional Criteria (Tenure—exceptional appointments)	2.6.1.1.4#
Additional Faculty Positions, Creation of	2.2.6

Adjunct Faculty	2.1.2, 2.2.5.2, 2.2.6, 2.2.6.1, 2.3.2.2
Adjunct Faculty, Evaluation of	2.4
Adjunct Faculty (Current), Hired Prior January 1, 1994, Candidacy in Tenure-track Search	2.2.7.2
Adjunct Faculty Hired Prior January 1, 1994, Case-by-case Review	2.2.7.3
Adjunct Faculty Hired Prior January 1, 1994, Direct Tenure-track Appointment	2.2.7.1
Adjunct Faculty, Lecturers: Selection/Appointment Non-Tenured	2.3.2.2
Administrative Facilities	4.3
Administrative Organization	1.4
Administrative Policies	4.0
Administrative Services	4.2
Administrative Staff, President	1.4.1
Administrative Staff, Provost	1.4.2
Administrators with Faculty Retreat Rights	2.1.4
Admissions, Dean	1.4.6.2
#+Admissions and Academic Regulations Committee	1.6.1.2.6 #, 1.7.4.8+#
Advancement, Committees	1.7.7
Advancement Committee (Board of Trustees)	1.7.1.3
Advancement Services, Director	1.4.5.3
Advertising and Publications Policy	6.1.2
Advising, Academic	1.4.2.2.4, 2.11.3
Advisor, Resident	1.4.3.1.4
Advisory Board, Career Development Center	1.7.3.17
Advisory Board, Residence Life	1.7.5.4
#Alcohol and Other Drug Committee [eliminated]	1.7.5.6, 1.7.4.8#
Alcoholic Use Policy	2.12.1
Alumni Relations, Director	1.4.5.2
Americans with Disabilities Act (ADA)	2.3.5
Amorous Relationship Policies	2.9.2.3
Appointment, Christian Brother	2.3.3 (4), 2.3.6.1
Appointment, Non-ranked Faculty, Procedures	2.3.2
#Appointment, Ranked Faculty, Procedures	2.3.1#
Appointment Procedures	2.3
Appointments, Types of	2.2
Architecture and Construction, Director	1.4.4.6
Art Gallery, Director	1.4.2.3.1
Articulation and Transfer, Director	1.4.7.4
+Assistant Dean of Student Life, for Leadership, Involvement and Diversity	1.4.3.1.3, 1.4.3.2+
Assistant Director for Athletics and Recreational Sports	2.14.14.
+ Associate Director for Residential Life	1.4.3.1.2+
+ Assistant Director for Campus Housing	1.4.3.1.1+
+ Assistant Director for Community Life	1.4.3.1.2+
+ Assistant Director for Conference Services	1.4.3.1.1+
#Assistant, Vice President	1.4.5.1#
Associate Dean, School of Economics and Business Administration	1.4.2.2.6
Associate Dean, School of Education	1.4.2.2.7
+ Associate Dean for Student Life, Residence and Community Life	1.4.3.1.1+
Athletic and Recreational Sports Committee	1.7..3.16
Athletic Facilities	2.14.14.1

Athletics and Recreational Sports, Director	1.4.2.3.14
Attendance, Academic Senate	1.6.1.2.12
Attendance, Class (Students)	3.1.6
Audit Committee (Board of Trustees)	1.7.1.7
Awards, Faculty Development	2.10.2
#Balloting (Faculty Elections)	1.6.1.1.2#
Base and Major Medical Plans	2.14.3
Benefits	2.14
Benefits, Long-term Disability Income	2.14.2
Benefits, Mandatory	2.14.1
Benefits, Miscellaneous	2.14.12
Board, Career Development Center Advisory	1.7.3.17
Board, Disciplinary Hearing	1.7.5.1
#+Board of Regents	1.3.3+#
#+Board of Trustees	1.3.2+#, 1.6.1.1.1#, 16.1.2.1.1#
Board of Trustees Committees	1.7.1
Bookstore	2.14.14.3
Bookstore Faculty Committee	1.7.4.6
Brother Counselors/Residence Directors	1.4.3.1.4
Brothers of the Christian Schools	1.2
Budget Committee	1.7.6.1
#Business Administration, Associate Dean of School of Economics and Business Administration	1.4.2.2.6#
Business Procedures (Academic Senate)	1.2.1.2.15
Cabinet, President's	1.7.2.1
Calendar, Academic	3.2.1
Calendar, Weekly, Events and Conferences/Master Events	4.2.8.1
California Family Rights Act	2.13.2.1
Campus Athletic and Recreational Sports Committee	1.7.3.16
Campus Athletic Council	1.7.5.1
Campus Deans Committee	1.7.3.3
Campus Facilities Planning Committee	1.7.6.3
Campus Mailboxes (Faculty and Administration)	4.2.2.1
Campus Mail Service	4.2.2
Campus Ministry	4.3.1
Campus Ministry, Director	1.4.1.3
Campus Regulations, Observance of	2.12.3
Candidacy, Non-tenure-track Adjunct Faculty Member	2.2.7.2
Career Development Center Advisory Board	1.7.3.17
Career Development Center, Director	1.4.2.3.11
Case-by-case Review: Adjunct Faculty Hired Prior January 1, 1994	2.2.7.3
Catholic Institute for Lasallian Social Action (CILSA), Director	1.4.2.3.6
Celebrating Diversity Committee	1.7.3.12
Center for International Programs, Director	1.4.2.3.7
Chairperson, Academic Senate	1.6.1.2.2
+Chairperson, Committee on Committees	1.7.3.8+
Chairpersons, Undergraduate Departments	1.4.2.4

Chaplain and Director of Campus Ministry	1.4.1.3
Charts, Organization	1.5
#Chief Financial Officer, Vice President for Finance	1.3.4, 1.4.4#, 1.5.4
Chief Technology Officer	1.4.4.5
Christian Brother, Appointment of	2.3.6.1
Circulation Procedures, Library	3.3.1.7
CLAM (Committee on Lectures, Art, Music)	1.7.9.1
Class Attendance (Students)	3.1.6
Classes, Meeting (Faculty)	3.1.4
Classroom Order	3.1.5
Classroom Policies	3.1
Classroom Reservations	4.1.1
Class Schedule Changes	3.2.4
Clery Act and Campus Sex Crimes Prevention Act Notices	2.9.2.4
College Committee on Inclusive Excellence	1.7.3.10+
College Communications, Director	1.4.6.6
College Communications, Vice President	1.4.6
College Diversity Coordinator	1.4.1.4
#+College Transitions Council [eliminated]	1.7.3.13+#
Collegiate Seminar Program, Director	1.4.2.3.1
Committees	
Committee, Academic Administrators Evaluation	1.7.4.4
Committee, Academic Affairs (Board of Trustees)	1.7.1.1, .2
+Committee, Academic Appeals	1.7.3.10+, 1.7.3.8+
+Committee, Admissions and Academic Regulations	1.7.4.8+
Committee, Advancement (Board of Trustees)	1.7.1.1, .3
Committee, Associated Students of Saint Mary's College (ASSMC), Staff Council, and the Academic Senate, Joint	1.7.9.3
Committee, Bookstore	1.7.4.9
#Committee, on Committees	1.7.4.3, 1.6.1.2.6#
+Committee, College Committee on Inclusive Excellence	1.7.3.10+
Committee, Executive (Board of Trustees)	1.7.1.1
Committee, Faculty Development Fund	1.7.3.12
Committee, Faculty Handbook Review	1.7.9.4
Committee, Faculty, Resignations and Appointments	1.6.1.1.1
+Committee, Faculty Welfare	1.7.4.2+
Committee, Finance (Board of Trustees)	1.7.1.1 .3; .4, 4, 1.7.6
Committee, Financial Aid Appeals	1.7.2.3
+Committee, Graduate and Professional Studies Educational Policies	1.7.4.6+
+Committee, Grievance	1.7.4.1+
Committee, Human Research (IRB)	1.7.3.13
Committee, International Programs Coordinating	1.7.3.11
Committee, January Term	1.7.3.9
Committee, Library	1.7.3.8
+Committee, College Transitions Council	1.7.3.15+
+Committee, Program Review	1.7.4.7+
+Committee, Rank and Tenure	1.7.3.5+
Committee, Student Life (Board of Trustees)	1.7.1.5

+Committee, Student Health	1.7.5.5+
Committee, Teaching and Scholarship	1.6.1.2.2; 1.7.4.10
Committee, Technology Advisory	1.7.6.2
+Committee, Undergraduate Educational Policies	1.7.4.5+
Committee on Lectures, Art and Music (CLAM)	1.6.1.1#, 1.7.9.1
Committee on Teaching and Scholarship	1.7.4.10
+Committees, Academic Senate	1.7.4+
Committees, Board of Trustees	1.7.1, 6
Committees, Enrollment	1.7.8
Committees, Miscellaneous	1.7.9
Committees, Development	1.7.7
+Committees, Student Life	1.7.5+
Committee Structure	1.7
Communications Policy	6.0
Compensation Policies	2.15
Computer and Technology Services [CaTS]	3.4
+Consent Agenda, Academic Senate	1.6.1.2.9.2+
Consideration for the Creation of Additional Faculty Positions	2.2.6
Controller	1.4.4.3
+Coordinator, College Diversity	1.4.1.3+
Coordinator, Compliance with Section 504	1.4.2.3.8
+Coordinator, Faculty Governance	1.6.1.2.6+
Coordinator, International Recruitment and Admissions	1.4.6.5
Coordinator, Women's Resource Center	1.4.3.3
Corporate Structure of Saint Mary's College	1.3
Corporation of Saint Mary's College, The	1.3.1
+Council, Graduate and Professional Studies Programs (Graduate Council)	1.7.3.4
#+Counseling Center	1.4.3.1.1, 4.3.3+, 1.4.3.4#
Creative Writing, MFA Program, Director	1.4.2.3.4
Criteria (Additional), Promotion and Tenure	2.6.1.1
Criteria for Promotion and Tenure	2.6.1
Deadlines, Calendar, for Submission Rank and Tenure Materials	2.6.2.2.3
Deans, Academic Affairs	1.4.2.2
Dean, Academic Advising and Achievement	1.4.2.2.4
Dean, Academic Resources/Director of the Library	1.4.2.2.3
Dean, Admissions	1.4.6.2
+Dean, Mission and Ministry	1.4.7+
+Dean of Students	1.4.3.1+
#+ Dean, Faculty Development	1.4.2.2.6+#
Definition of Letter Grades	3.1.2
Definitions of Faculty Status	2.1
Dental Insurance, Group	2.14.4
+Department Chairpersons, Undergraduate, Duties	1.4.2.4.1+
+Development, Vice President for	1.4.5+
+Dining Facilities, Use of	2.14.11.2+
#Director, Academic Advising and Tutorial Services	1.4.2.3.8#
Director, Academic Affairs	1.4.2.3
Director, Advancement Services	1.4.5.3

Director, Alumni Relations	1.4.5.2
Director, Architecture and Construction	1.4.4.6
Director, Articulation and Transfer/Associate Registrar	1.4.6.4
Director, Athletics	1.4.2.3.15
Director, Career Development Center	1.4..2.3.11
Director, Catholic Institute for Lasallian Social Action (CILSA)	1.4.2.3.6
Director, Center for International Programs	1.4.2.3.7
#Director, Central Services	1.4.4.5#
Director, College Communications	1.4.7.6
Director, Collegiate Seminar Program	1.4.2.3.1
#+Director, Counseling Services	1.4.3.1.1+,1.4.3.4#
Director, Creative Services	1.4.7.7
Director, Creative Writing Program, MFA	1.4.2.3.4
Director, Events and Conferences	1.4.4.6
#Director, Executive, Physical Plant	1.4.4.1#
#Director, Finance/Controller	1.4.4.2,1.4.4.1#
Director, Financial Aid	1.4.6.3
#Director of Foundation, Corporate Relations and Sponsored Grants	1.4.5.4#
Director, Graduate Business Programs	1.4.2.3.3
#Director, Program, School of Liberal Arts	1.4.2.3.5#
Director, Hearst Art Gallery	1.4.2.3.10
Director, High Potential Program	1.4.2.3.9
+Director, Intercultural Center	1.4.3.2+
Director, January Term	1.4.2.3.2
+Director of New Student and Family Programs	1.4.3.1.2+
#Director, Nursing Program	1.7.4.2#
Director, Public Safety	1.4.3.4
#Director , Scheduling and Promotion	1.4.6.8#
Director, Senior, Development	1.4.5.1
#Director of Stewardship and Volunteer Relations	1.4.5.5#
+Director, Student Health and Wellness Center	1.4.3.1.1+
+Director, Women's Resource Center	1.4.3.2
Directors, Program, Kalmanovitz School of Education	1.4.2.3.14
Disabilities Act (ADA), Americans with	2.3.5
Disability Income, Long Term Benefits	2.14.2
+Disciplinary Hearing Board	1.7.5.1+
Discontinuance of Program not Mandated by Financial Exigency	2.8.5.2
Discounts, Ticket	2.14.14.4
Discounts; Use of Facilities	2.14.14
Discrimination, Harassment, Including Sexual, and Retaliation	2.9.2.1
Dishonesty, Academic	3.1.1.2
Diversity Coordinator, College	1.4.1.4
+Drug-free Workplace Policy	2.12.1+
Duplicating Equipment, Photocopiers, Faculty Use	2.12.5
Duplicating Service	4.2.1
+Duties, Department Chairperson, Undergraduate	1.4.2.4.1+
Duties, Executive of Academic Senate	1.6.1.2.9.1
+ Educational Policies Board [discontinued]	1.7.3.6+

Election Committee [See Committee on Committees 1.7.4.3]	
Elections, Faculty	1.6.1.1
Elections, Faculty Balloting	1.6.1.1.2
Elections, Faculty Nominations	1.6.1.1.1
Elections, Faculty Qualifications for	1.6.1.1.4
Elections, Faculty Voting Rights	1.6.1.1.5
Electronic Classrooms	3.4.4
Electronic Information Resources, Library	3.3.1.3
Electronic Mail Services	3.4.6
Eligibility, Candidates for Promotion and Tenure	2.6.2.1
Emeriti Retirement Health Solutions	2.14.7.4
Emeritus/Emerita Faculty	2.1.3
+ Employee Assistance Program (EAP)	2.14.13, 2.14.10+
Enrollment Committees	1.7.8
Enrollment Group	1.7.8.1
Enrollment, Vice Provost of	1.4.6, 1.5.6
Equal Employment Opportunity	2.3.3
Equal Employment Opportunity Compliance Committee	1.6.1.1; 1.7.2.2; 2.16.5.1
Equal Employment Opportunity/Diversity Program	2.3.3
Evaluation of Adjunct Faculty	2.4
+Events and Conferences, Director	1.4.3.1.1+
#Exceptional Appointments (Tenure)	2.3.1.14#
Exceptional Candidate Appointments (Rank)	2.1.1.2
Executive Assistant to the President	1.4.1.1
#Executive Director, Facilities Services	1.4.4.1#
Facilities, Athletic	2.14.14.1
Facilities, Dining, Use of	2.14.14.2
Facilities, Discounts	2.14.14
#Facilities, Services	1.4.4.1#
Facsimile Transmission	4.2.5
Faculty	2.0
Faculty, Adjunct	2.2.5.2
Faculty Appointments Procedures	2.0
Faculty Committee, Resignations and Appointments	1.6.1.1.6
Faculty Computing Support	3.4.1
Faculty, Department and School Procedures	2.6.2.2
+ Faculty Development	1.4.2.3.5, 2.10+
Faculty Development and Scholarship, Office of	2.10.3
Faculty Development Fund Awards	2.10.2
+ Faculty Development Fund Committee	1.7.3.14, 1.7.3.12+
+Faculty Elections	1.6.1.1+
Faculty Emeritus	2.1.3
Faculty Exceptional Candidate Appointments	2.1.1.2
#Faculty Governance Coordinator	1.6.1.1.1#, 1.6.1.2.1.1#, 1.6.1.2.6#, 1.7.4.2#
Faculty Grievance: Procedures Applying to All	2.16.2
Faculty Grievance: Introduction	2.16.1
Faculty Handbook Review Committee	1.6.1.2.1.1, 1.7.4.3, 1.7.9.3, 1.8



Faculty Handbook Revision Process	1.8
Faculty, Non-tenure-track	2.1.2
Faculty of the College	2.0
Faculty Procedures, Interim Review	2.6.2.2.1
Faculty Procedures, Promotion and Tenure	2.6.2.1.2
#Faculty Qualifications for Election	1.6.1.1.4#
Faculty Rank and Tenure File	2.5
Faculty Rank and Tenure Roster	2.6.2.1.1
Faculty Representative to the Alumni Board of Directors	1.7.9.6
Faculty Representative to the Board of Trustees	1.7.9.5
+Faculty Research Assistance (Library)	3.3.1.2+
Faculty Rights and Responsibilities	2.9
#+ Faculty Salary Policy	2.15+, 2.15.1#
Faculty Status, Definition of	2.1
Faculty, Terminal Degrees	2.1.1.1
Faculty, Terms and Conditions of Employment	2.2
#Faculty Voting Rights	1.6.1.1.5#
#Faculty Welfare Committee	1.6.1.2.6#, 1.7.4.2#
Faculty Workload	2.11
Family Educational Rights and Privacy Act of 1974	2.9.2.3
Family Medical Leave Act	2.13.2.1
Final Examinations Scheduling	3.2.3
Final Examinations and Papers	3.1.3
#Finance, Vice President for	1.3.4, 1.4.4#, 1.5.4
Finance/Chief Financial Officer, Committees	1.7.6
Finance Committee, Board of Trustees	1.7.1.4
Financial Aid, Director	1.4.6.3
Financial Aid Appeals Committee	1.7.2.3
Financial Exigency, Termination by	2.8.5.1
Financial Officer, Chief	1.3.4
General Counsel	1.4.1.2
General Financial Exigency	2.8.5.1
Governance Structure	1.6
Grade Changes	3.2.2.1
Grades, Definition of	3.1.2
Grades, Submission of	3.2.2
#+Graduate and Professional Studies Educational Policies Committee	1.6.1.2.6#, 1.7.4.6+
+Graduate and Professional Studies Programs Council (Graduate Council)	1.7.3.4+
Graduate Business Programs, Director	1.4.2.3.3
#Graduate Liberal Studies Program, Director	1.4.2.3.5#
Grievance	2.16
Grievance Committee	1.7.4.1+
Grievance, Introduction	2.1.6.1
Grievances, Alleged Errors in Carrying Out Policy or Procedures, Violations Academic Freedom, Inadequate Consideration, not Involving Rank and Tenure Committee	2.16.4
Grievances, Alleged Errors in Carrying Out Policy or Procedures, Violations Academic Freedom, Inadequate Consideration to which President Is a Party	2.16.4.2
Grievances, Alleged Errors in Carrying Out Policy or Procedures, Violations	2.16.4.1, 2.16.4.1 Figure 3

Academic Freedom, Inadequate Consideration, to which President Is not a Party	
Grievances, Alleged Harassment (Other than Sexual) or Discrimination [Equal Employment Opportunity Compliance]	2.16.5.1 Figure 5
Grievances, Alleged Inadequate Consideration and/or Violation Academic Freedom by Rank and Tenure Committee, Academic Vice President or President	2.16.3
Grievances, Equal Opportunity Compliance	2.16.5.1, Figure 5
Grievances, Negative Rank and Tenure Decision by President, in Opposition to Positive Recommendation by Rank and Tenure Committee and Academic Vice President	2.16.3.2, 2.16.3.2 Figure 2
Grievances, Negative Rank and Tenure Decision by Rank and Tenure Committee and/or Academic Vice President, where President's Decision Is Negative	2.16.3.1
Grievances, Procedures Applying to All	2.16.2
Group Dental Insurance	2.14.4
Group Term Life Insurance	2.14.6
Group Vision Insurance	2.14.5
Handbook Review Committee, Faculty	1.7.9.4, 1.8
Harassment of Employees or Students, Policy on	2.9.2.1
+Health Care	2.14.3+
Health and Wellness Center	4.3.2
Hearst Art Gallery	3.3.3
Hearst Art Gallery Advisory Board	1.7.9.2
Hearst Art Gallery, Director	1.4.2.3.10
High Potential Program, Director	1.4.2.3.9
History, Saint Mary's College	1.2
Homework Requirements	3.1.7
Honesty, Academic	3.1.1.1
Human Research Institutional Review Board	1.7.3.13
Human Resources, Director	1.4.4.4
Informational Services (Publications)	4.2.8
Information Office (Switchboard)	4.2.3
Institutional Committees, General	1.7.2
Institutional Policies	2.9.2
Media Services	3.3.2.1
Instructional Media Support Services, Faculty	3.3.2.3
+Instructional Services, Library	3.3.1.1+
Instructor Appointment	2.2.1
Intensive Workload Committees	2.6.1
Interim Reviews by Department, Program, School	2.6.2.2.1
Interim Reviews by Rank and Tenure Committee	2.6.2.2.2, 2.6.2.5
Interlibrary Borrowing	3.3.1.5
International Programs Coordinating Committee	1.7.3.11
International Recruitment and Admissions, Coordinator	1.4.6.5
Internet	3.4.7
Investment Committee (Board of Trustees)	1.7.1.8
Issuance of Letters of Appointment, Non-tenure-track Faculty	2.8.4
Janitorial Services, Maintenance and	4.2.6

January Term, Director	1.4.2.3.2
January Term Committee	1.7.3.9
Joint Committee of Associated Students of Saint Mary's College, (ASSMC), Staff Council, and the Academic Senate	1.7.9.3
Jury Duty	2.13.1.2
Kalmanovitz School of Education	4.7+
Kalmanovitz School of Education, Program Directors	1.4.2.3.13+
Lactation Accommodation	2.12.7
+Leave of Absence	2.13+
Leave of Absence, Personal	2.13.2.2
Leave of Absence, Scholarly	2.13.2.3
Leave, Sabbatical	2.10.1
Leaves	2.13
Leaves with Pay	2.13.1
+ Leaves without Pay	2.13.2+
Lecturer	2.1.2, 2.2.5.3
Lecturer, Salary Scale and Policy	2.15.2
Lecturers, Adjunct Faculty and	2.3.2.2
Lectureship	2.2.5.3
Liberal Education for Arts Professionals [LEAP], Director	1.4.2.3.12
Library, Director	1.4.2.2.3
Library Committee	1.7.3.6; 1.7.3.8
#Library Exhibits	3.3.1.9+,#
#Library and Media Services	3.3, 3.3.1, 3.3.1.3, 3.3.3.1+, #
#Library Instruction	3.3.1.1+, #
Library Reserve Service	3.3.1.8+
Life Insurance, Group Term	2.14.6
+Long-term Disability Income Benefits	2.14.2+
Lost and Found	4.2.7
Mailboxes, Campus (Faculty and Administration)	4.2.2.1
Mail Service, USA	4.2.2
Maintenance and Janitorial Service	4.2.6
Mandatory Benefits	2.14.1
Marketing, Institutional	6.1.1
Master of Fine Arts Program in Creative Writing, Director	1.4.2.3.4
#Media Center	3.4.3.2#
Media Relations	6.1.1
#Media Services	3.4.3#
Medical Plans	2.14.3
Medical Reasons, Termination for	2.8.5.3
Meetings (Academic Senate)	1.6.1.2.9
Meetings, Executive (Academic Senate)	1.6.1.2.9.1
Meetings, General (Academic Senate)	1.6.1.2.9.2
Miscellaneous Benefits	2.14.12
Miscellaneous Committees	1.7.9
+Mission and Ministry, Dean	1.4.7.1+
Mission Statement	1.1
+Mission, Vice President for	1.4.7+

Network Services	3.4.4
Nominations, Faculty Elections	1.6.1.1.1
Non-Discrimination Seminars	2.9.2.1.3
Non-reappointment, Tenure-track Faculty	2.8.3
Non-tenure-track Appointment	2.2.5
Non-tenure-track Faculty	2.1.2
Notice of Non-reappointment Probationary Tenure-track Faculty	2.8.3.1, 2.8.3.2
Office Hours	2.11.4
Office of College Communications	6.1.1
Office of Faculty Development and Scholarship	2.10
Office Supplies	2.12.6
Officers, College	1.3.4
Offices, Assignment of	2.12.4
Order in the Classroom	3.1.5
Organization, Administrative	1.4
+Organization Charts	1.5+
Parking	2.14.15
Parliamentarian (Senate)	1.6.1.2.6
Payroll Office	4.2.4
Personnel Records	2.5
Pets	4.1.2
+Phased Retirement (Tenured Appointment)	2.2.4.1+
Photocopiers and Duplicating Equipment, Faculty Use	2.12.5
Photocopying, Library	3.3.1.6
Plagiarism (see Academic Honesty)	3.1.1.1
Policy, Academic Honesty	3.1.1
Policy, Advertising and Publications	6.1.2
Policy, Amorous Relationships	2.9.2.3
Policy, Class Attendance (students)	3.1.6.1
Policy, Prohibiting Harassment and Procedures for Reporting	2.9.2.1
Policy, Smoking in Campus Facilities	2.12.2
Posters	6.3
Presidential Response (Academic Senate)	1.2.1.2.16
President of the College	1.3.4, 1.4.1, 1.5.1
President's Cabinet	1.7.2.1
Privacy Act of 1974 and Family Educational Rights	2.9.2.4
#+Probationary Tenure Track Appointment	2.2.2+#
+Probationary Tenure Track Appointment, Interruption	2.2.2.2+
Procedures, Department (Interim Review)	2.6.2.2
Procedures, Faculty, Interim Review	2.6.2.2.1, 2.6.2.2.2
Procedures, Rank and Tenure Committee	2.6.2.3
Procedures, Recommendation and Decision	2.6.2.5
Procedures, School (Interim Review)	2.6.2.2
Procedures, Selection and Appointment of Faculty	2.3
#Procedures for Promotion and Tenure	2.6.2#
Program Directors, School of Education	1.4.2.3.13
#+Program Review Committee	1.6.1.2.6#, 1.7.4.7+#
Programs Abroad Committee	1.7.3.11.5

Promotion and Tenure	2.6, 2.6.2.1.2, 2.6.2.1.3
Promotion and Tenure, Procedures	2.6.2.2, 2.6.2.2.3, 2.6.2.2.4, 2.6.2.3
Promotion and Tenure, Criteria	2.6.1
Promotion and Tenure Procedures, Faculty	2.6.2.1.2
Protocols	2.2.7
#Provost	1.4.2, 1.5.2, 1.6.1.2.10, 1.6.1.2.1.1#
Provost's Academic Council Of Deans	1.7.3.2
Provost's Council	1.7.3.1
Public Safety, Director of	1.4.3.4
Qualifications for Appointment to Rank	2.1.1
Qualifications for Election (Faculty)	1.6.1.1.1
+Quorum (Academic Senate)	1.6.1.2.11+
Rank and Tenure Committee	1.7.3.5
Rank and Tenure Committee Procedures	2.6.2.3
Rank and Tenure Committee Procedures, Student	2.6.2.4
Rank and Tenure Committee, Student	1.7.3.5.1
Rank and Tenure File	2.5.1
Rank and Tenure Records	2.5
Rank and Tenure Roster, Faculty	2.6.2.1.1, 2.5.2
Ranked Faculty, Selection/Appointment	2.3.1
Ranked Tenure-track Faculty	2.1.1
Recommendations and Decisions Procedures, Rank & Tenure Committee	2.6.2.5
+Reduced Services	2.2.4+
Regents, Board of	1.3.3
Registrar	1.4.6.1
Registrarial Policies	3.2
Regulations, Campus, Observance of	2.12.3
Reimbursement Accounts	2.14.11
Research Assistance, Faculty, Library	3.3.1.2
Reservations, Room	4.1.1
Reserve Service, Library	3.3.1.8
+Residence Life Advisory Board	1.7.5.4+
Resident Advisor	1.4.3.1.4
Resident Director	1.4.3.1.4
Resignation	2.8.1
Responsibilities, Academic Senate	1.6.1.2.1.1
+Retirement, Faculty Lecturer	2.2.4.2+
+Retirement, Non-tenure-track Faculty	2.8.4.1
+Retirement, Tenured Faculty	2.8.2, 2.2.4+
+Retirement Program	2.14.9, 2.2.4.1.1, 2.14.7+
Revision Process, Faculty Handbook	1.8
Review of Department Chair/Program Director	2.6.2.2.4
Reviews (Promotion, Tenure, Interim), Procedures	2.6.2.2, 2.6.2.2.3
Rights, Voting (Faculty)	1.6.1.1.5
Role, Academic Senate	1.6.1.2.1
Room Reservations	4.1.1

Rules of Procedure, Academic Senate	1.6.1.2.14
+Sabbatical Leave	2.10.1.3 and 2.10.1.4+
Saint Mary's College Mission Statement	1.1
Saint Mary's <i>Update</i>	4.2.8.2
+Salary Scales for Ranked and Adjunct Faculty	2.15.1+
Salary Scale for Lecturer	2.15.2
Salary Policy, Faculty	2.15
Schedule Changes, Class	3.2.4
Secretarial Services	3.5
Section 504, Rehabilitation Act of 1973: Compliance	2.3.4
Selection and Appointment Procedures	2.3
Selection/Appointment Non-tenure-track Faculty	2.3.2
Selection/Appointment of Ranked Faculty	2.3.1
Services, Instructional, Library	3.3.1.1
Separation	2.8
Sexual Harassment of Employees or Students, Policy	2.9.2.1
+Shared Governance	1.6.1+
Sick Leave (Short-term Disability Income Benefits)	2.13.1.1
<i>SMC Online Magazine</i>	4.2.8.3
Smoking in Campus Facilities, Policy	2.12.2
Speakers Bureau	6.2
Special Appointment Categories	2.3.6
Special Assistant to the President	1.4.5.3
Special General Meeting (Academic Senate)	1.6.1.2.9.3
Standards of Notice, Probationary Appointment	2.8.3.2
Statement on Criteria for Promotion and Tenure	2.6.1
+Student Involvement	1.4.3.2+
+Student Life Committees	1.7.5+
Student Life, Policies of Interest to Faculty	5.0
Student Life, Vice Provost for	1., 1.5.3
Student Life Committee, Trustees	1.7.1.5
Student Employees	3.6
Student Health and Wellness Center	4.3.2
+Student Health Committee	1.7.5.5+
Student Rank and Tenure Committee	1.7.3.5.1
Student Rank and Tenure Committee Procedures	2.6.2.4
Student Recreation and Fitness	1.4.3.1.4
Structure, Corporate, Saint Mary's College	1.3
Submission of Grades	3.2.2
Succession (Academic Senate)	1.6.1.2.4
Switchboard, Campus (Information Office)	4.2.3
Table of Contents	page iii
Teaching and Scholarship, Committee on	1.7.4.6
Teaching Load	2.11
Technology Advising Committee	1.7.6.2
Technology Resources, Use of	3.4.8
Telephone Calls	4.2.5
Temporary Appointment of Administrator to Rank Only	2.1.5

#Tenure	2.6.2.1.3#, 2.6.2.5, 2.6.2.2.3
#Tenured Appointment	2.2.3, 1#, 2.6.1.1#
# Tenured Appointment (exceptional circumstances)	2.2.2#, 2.3.1.14#
+Tenured Appointment, Reduced Services	2.2.4+
#Tenure-track Appointment, Probationary	2.2.2#, 2.6.2.2.2#
Tenure-track Direct Appointment	2.2.7.1
#+Tenure-track Faculty	2.2.6, 2.2.4, 2.2.4.1+, 2.6.2.1.3#
#Tenure-track Process for Discontinuance of an Academic Department or Program	2.8.5.2.2#
#Tenure-track Process for Suspension of Program Enrollment	2.8.5.2.1#
Terminal Degrees	2.1.1.1
Termination Appointment by College	2.8.5
Terms and Conditions of Employment	2.11.1, 2.11.2
Terms and Conditions of Employment, Academic Workload	2.11.1
Terms of Office (Academic Senate)	1.6.1.2.8
Ticket Discounts	2.14.14.4
Title IX, Compliance	1.7.5.1
Traditional Undergraduate Academic Calendar	3.2.1
Travel Assistance	2.1.4.7
#Trustees, Board of	1.3.2, 1.4.4#
Trustees Committee (Board of Trustees)	1.7.1.6
Tuition Exchange Program	2.1.4.10.2
Tuition Remission	2.14.10.1
#+Undergraduate Educational Policies Committee	1.6.1.2.6#, 1.7.4.5+
Unfitness, Termination for	2.8.5.5
<i>Update</i>	4.2.8.2
Use of College Technology Resources	3.4.7
Use of Institutional Name, Letterhead, etc.	6.4
Use of Facilities: Discounts	2.14.14
Vice Chairperson, Academic Senate	1.6.1.2.3
#+Vice President, Finance	1.3.3+, 1.4.4+#, 1.5.4+, 1.7.6.1+, #
Vice President, College Communications	1.4.6, 1.5.6
Vice Presidents, College	1.3.4
+Vice President, Development	1.4.5+
+Vice President, Mission	1.4.7+
Vice Provost, Academic Affairs	1.4.2.1#
Vice Provost, Enrollment	1.4.6, 1.5.6
+Vice Provost, for Academics	1.7.3.7+
#+Vice Provost, Student Life	1.4.3+, 1.5.3#
Vision Insurance, Group	2.14.5
Visiting Faculty	2.1.2, 2.2.5.1, 2.3.2.1
Voice (Academic Senate)	1.6.1.2.13
Voting Rights (Faculty)	1.6.1.1.5
Welfare, Faculty Committee	1.7.4.2
Whistleblower Policy and Protections	2.9.2.5, 2.9.2.5.1
Women's Resource Center	1.4.3.3
Workers' Compensation	2.14.8

Workload, Faculty	2.11
Workload, Non-tenure-track Faculty	2.11.2
Workload, Ranked Faculty	2.11.1
Workplace Conditions	2.12
World Wide Web	3.4.6